



INFORMATION TECHNOLOGY WORKER 25104J_

TRAINING ACHIEVEMENT RECORD (TAR) FOR:

Name:

SSN:

Date Entered Training:

☐ Completed or ☐ Terminated Training Date:

JOB CORPS CENTER:

Address:

Phone:

Instructor:

PREREQUISITE: None

DUTIES AND TASKS

A. Employability Skills

	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
1. Arrive to work on time.	1	2	3	_____	_____	_____
2. Stay on task by organizing and prioritizing work to be done.	1	2	3	_____	_____	_____
3. Respond appropriately to supervision	1	2	3	_____	_____	_____
4. Follow directions and listen effectively	1	2	3	_____	_____	_____
5. Ask for clarification when further information is required	1	2	3	_____	_____	_____
6. Maintain personal appearance appropriate to a business office environment	1	2	3	_____	_____	_____
7. Maintain good hygiene	1	2	3	_____	_____	_____
8. Share information and explain procedures to another person	1	2	3	_____	_____	_____
9. Work as a member of a team	1	2	3	_____	_____	_____
10. Work harmoniously with diverse races, sexes, ages, and cultures	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
11. Respond to customers needs appropriately	1	2	3	_____	_____	_____
12. Troubleshoot and solve problems	1	2	3	_____	_____	_____
13. Take initiative in planning and completing tasks	1	2	3	_____	_____	_____
14. Use information from manuals and computers.	1	2	3	_____	_____	_____
15. Use appropriate procedures to utilize and maintain equipment.	1	2	3	_____	_____	_____
B. Computer Trends in Business and Society						
1. Demonstrate an understanding of past and current trends in information technology.	1	2	3	_____	_____	_____
2. Describe how information technology is utilized in various occupations (health, business, education, services, and sales).	1	2	3	_____	_____	_____
3. Demonstrate and understanding of information technology security and ethics implications.	1	2	3	_____	_____	_____
C. Safety						
1. Understand and use basic safety principles and procedures when working on personal computer equipment.	1	2	3	_____	_____	_____
2. Understand and use appropriate grounding procedures to avoid damaging personal computer components with static electricity.	1	2	3	_____	_____	_____
3. Demonstrate and understanding of basic safety implications relative to network computing (access, user rights, shared resources, backups, uninterruptible power supplies, redundant drives, etc.)	1	2	3	_____	_____	_____
D. Computer Components and Functions						
1. Explain the difference between personal computer hardware and software.	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
2. Explain drive designations (A drive = floppy drive, C drive = hard drive, etc.).	1	2	3	_____	_____	_____
3. Identify and demonstrate the function of principle computer components.						
a. Central processing units (CPU)	1	2	3	_____	_____	_____
b. Random access memory (RAM)	1	2	3	_____	_____	_____
c. Motherboard	1	2	3	_____	_____	_____
d. Power supply	1	2	3	_____	_____	_____
e. Floppy drive	1	2	3	_____	_____	_____
f. Hard drive	1	2	3	_____	_____	_____
g. Monitor	1	2	3	_____	_____	_____
h. Auxiliary storage devices (tape backups, ZIP drives, etc.)	1	2	3	_____	_____	_____
i. CD-ROM	1	2	3	_____	_____	_____
j. Connectors (DB, Centronics, etc.), cables (data, power, printer, etc.) and ports (COM1, LPT1, etc.)	1	2	3	_____	_____	_____
k. Sound cards/speakers	1	2	3	_____	_____	_____
l. SCSI devices	1	2	3	_____	_____	_____
m. Video adapter	1	2	3	_____	_____	_____
n. Network card	1	2	3	_____	_____	_____
o. Keyboard	1	2	3	_____	_____	_____
p. Mouse	1	2	3	_____	_____	_____
q. Fax/modem	1	2	3	_____	_____	_____
r. Printer	1	2	3	_____	_____	_____
s. Joystick	1	2	3	_____	_____	_____
t. Jumpers and switch settings	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
u. System and component documentation (manuals)	1	2	3	_____	_____	_____
4. Assemble and disassemble a personal computer, load operating software, and device drivers.	1	2	3	_____	_____	_____
5. Explain how hardware components interact and how conflicts arise.	1	2	3	_____	_____	_____
6. Install, upgrade, and configure hardware components and peripherals (RAM, modems, video cards, hard drives, keyboard, mouse, printer).	1	2	3	_____	_____	_____
7. Collect and analyze system information (hard drive size, amount of RAM, type of processor, etc.).	1	2	3	_____	_____	_____
8. Identify and use preventative maintenance procedures (hard drive maintenance and backups, defragmentation, etc.)	1	2	3	_____	_____	_____
9. Identify and address various error messages and symptoms of hardware failure.	1	2	3	_____	_____	_____
10. Understand the purpose of CMOS	1	2	3	_____	_____	_____
11. Explain tradeoffs between purchasing a new system and upgrading and existing system.	1	2	3	_____	_____	_____

E. Operating Systems

1. Purpose						
a. Describe the purpose and types of operating systems (personal computer, network, and Internet)	1	2	3	_____	_____	_____
2. Personal Computer Operating Systems						
a. Disk Operating System (DOS)						
1) Using DOS, navigate through drives and directories.	1	2	3	_____	_____	_____
2) Describe and use common DOS commands (Path, *.* , Attributes, CD, MD, Copy, Delete, Move, Type, Edit, etc.).	1	2	3	_____	_____	_____
3) Run DOS applications programs.	1	2	3	_____	_____	_____
b. Windows 95/98/ME/2000						

DUTIES AND TASKS		PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
1)	Understand and use the basic features of Windows 95/98/ME/2000 (Task Bar, Shut Down, Run, Help, Find, Settings, Documents, and Programs).	1	2	3	_____	_____	_____
2)	Set date and time	1	2	3	_____	_____	_____
3)	Customize display including screen savers, screen resolution and wallpaper.	1	2	3	_____	_____	_____
4)	Manage files in a Windows environment (copy, move, and delete files, create folders, etc.)	1	2	3	_____	_____	_____
5)	Open and close files and applications in a Windows environment.	1	2	3	_____	_____	_____
6)	Switch between files within the same application and between applications.	1	2	3	_____	_____	_____
7)	Customize the desktop environment (Start and Start-Up configurations).	1	2	3	_____	_____	_____
8)	Use Windows Accessories (Communications, Games, System Tools.)	1	2	3	_____	_____	_____
9)	Use Help to learn specific procedures and troubleshoot problems.	1	2	3	_____	_____	_____
10)	Upgrade a personal computer operating system from Windows 3.X to Windows 95/98/ME/2000).	1	2	3	_____	_____	_____
11)	Run DOS programs in Windows MSOS mode.	1	2	3	_____	_____	_____
3. Network Operating Systems							
a. Understand the application and features of the following:							
1)	Windows NT/2000	1	2	3	_____	_____	_____
2)	Novell	1	2	3	_____	_____	_____
3)	Unix	1	2	3	_____	_____	_____
F. Application Software							
1. Using Application Software							
a.	Understand file extensions (.exe, .wpd, .bmp, .wk1, etc.) and how they are used to identify file types.	1	2	3	_____	_____	_____
b.	Demonstrate keyboarding proficiency.	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
c. Import and export data and objects (OLE) to/from other applications.	1	2	3	_____	_____	_____
d. Use on-line help to learn about features and correct problems.	1	2	3	_____	_____	_____
2. Word Processing						
a. Create, edit, save retrieve and print documents.	1	2	3	_____	_____	_____
b. Use basic formatting functions (font, line, paragraph, page, justification, margins).	1	2	3	_____	_____	_____
c. Use print preview and print option functions.	1	2	3	_____	_____	_____
d. Use search and replace functions.	1	2	3	_____	_____	_____
e. Use document styles, forms, and templates.	1	2	3	_____	_____	_____
f. Use word processing utility tools including spell checker, thesaurus, and grammar checker.	1	2	3	_____	_____	_____
g. Create and manipulate data in columns and tables.	1	2	3	_____	_____	_____
h. Create and manipulate data in outlines, footnotes, and endnotes.	1	2	3	_____	_____	_____
i. Create and manipulate data in graphics	1	2	3	_____	_____	_____
j. Use advanced formatting functions, including text flow options, watermarks, pagination and headers/footers.	1	2	3	_____	_____	_____
k. Create business documents in standard formats and styles.	1	2	3	_____	_____	_____
l. Customize tool bars.	1	2	3	_____	_____	_____
3. Spreadsheet						
a. Explain and apply spreadsheet design principles.	1	2	3	_____	_____	_____
b. Develop, save, edit, retrieve, and print spreadsheets.	1	2	3	_____	_____	_____
c. Format spreadsheets.	1	2	3	_____	_____	_____
d. Use simple formulas.	1	2	3	_____	_____	_____
e. Create graphs and charts for spreadsheet data.	1	2	3	_____	_____	_____
f. Troubleshoot spreadsheets and resolve errors.	1	2	3	_____	_____	_____

DUTIES AND TASKS	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	STUDENT'S INITIALS
g. Use advanced spreadsheet functions.	1	2	3	_____	_____	_____
h. Use spreadsheet data and capabilities for business and personal decision making.	1	2	3	_____	_____	_____
4. Database						
a. Design, create and use a simple database.	1	2	3	_____	_____	_____
b. Add, delete, and modify records.	1	2	3	_____	_____	_____
c. Create and edit tables.	1	2	3	_____	_____	_____
d. Develop and modify queries.	1	2	3	_____	_____	_____
e. Use search and sort features.	1	2	3	_____	_____	_____
f. Use queries to analyze data.	1	2	3	_____	_____	_____
g. Design and modify forms	1	2	3	_____	_____	_____
h. Create and format reports.	1	2	3	_____	_____	_____
5. Internet / HTML (Using an HTML editor, not a WYSIWYG editor)						
a. Identify acceptable and unacceptable practices in using the Internet.	1	2	3	_____	_____	_____
b. Use an Internet browser to: move between Web pages, save Web addresses, save and edit text and images to hard drive or floppy disks.	1	2	3	_____	_____	_____
c. Use Boolean logic to conduct effective searches.	1	2	3	_____	_____	_____
d. Basic (X)HTML structure						
i) Creating a title and section headers						
ii) Starting a new paragraph						
iv) Adding comments	1	2	3	_____	_____	_____
e. Basic (X)HTML formatting						
i) Making text bold or italic						
ii) Changing the size of text	1	2	3	_____	_____	_____

DUTIES AND TASKS

	PERFORMANCE RATING			DATE COMPLETED	INSTRUCTOR'S INITIALS	
f. Creating web images						
i) Getting and manipulating images	1	2	3	_____	_____	
ii) Creating animated GIF's						
g. Links						
i) Creating a link to another web page	1	2	3	_____	_____	_____
ii) Creating other kinds of links						
6. E-mail						
a. Explain the purpose and basic features of e-mail systems.	1	2	3	_____	_____	_____
b. Describe and explain the purpose of e-mail features and option						
b. Send, receive, reply, forward, save, and delete e-mail messages.	1	2	3	_____	_____	_____
c. Use the login and password system.	1	2	3	_____	_____	_____
d. Print messages, documents, and files.	1	2	3	_____	_____	_____
e. Attach documents to messages.	1	2	3	_____	_____	_____
f. Create distribution lists.	1	2	3	_____	_____	_____
g. Develop a folder for saved messages and documents, and organize messages within the folder.	1	2	3	_____	_____	_____
h. Access e-mail system support help facilities and e-mail tools.	1	2	3	_____	_____	_____
i. Explain security issues and the purpose of legal use of e-mail.	1	2	3	_____	_____	_____
7. Presentation Graphics Software						
a. Develop, save, edit, and retrieve presentation files.	1	2	3	_____	_____	_____
b. Determine and use output options (handouts, Internet, etc.)	1	2	3	_____	_____	_____
c. Determine an use presentation styles (on-screen, overheads, slides).	1	2	3	_____	_____	_____
d. Use design features to create presentations (backgrounds, graphics, scanned images, shapes, clip-art, drawing tools, etc.)	1	2	3	_____	_____	_____
e. Organize (outline) and sequence graphics to convey ideas and share information.	1	2	3	_____	_____	_____
f. Prepare a slide show to convince others to purchase a product (car, personal computer, pet, CD player).	1	2	3	_____	_____	_____

DUTIES AND TASKS**PERFORMANCE
RATING****DATE
COMPLETED****INSTRUCTOR'S
INITIALS**

8. Diagnostic, Virus, and Compression Software

- a. Use diagnostic software to detect and correct software and hardware problems.
- b. Install software to protect computers against viruses.
- c. Detect and delete viruses from computer and floppy disks.
- d. Demonstrate the ability to compress (zip) and decompress (unzip) files and open self-extracting (.exe) files.

1 2 3

1 2 3

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1 2 3

DUTIES AND TASKS**PERFORMANCE
RATING****DATE
COMPLETED****INSTRUCTOR'S
INITIALS****STUDENT'S
INITIALS****G. Networks****1. Network Fundamentals**

- a. An overview of networking
 - i) Physical network, network devices, LANS, WANS
 - ii) How the internet relates to a network
- b. Logical topologies and network protocols
- c. Types of networks
 - i) Peer-to-peer
 - ii) Server-based networks
- d. Selecting network hardware and software
 - i) Selecting network type: Client Server or Peer to peer
 - ii) Peer to peer and client/server Operating Systems
 - iii) Network Operating Systems: Novell / MS Windows server
Unix and Linux

1 2 3

1 2 3

1 2 3

1 2 3

2. Network Fundamentals II

- a. Network assembly
 - i) Adapter cards, wiring, cables and connections
- b. Connecting to the Internet: Dial-up, DSL, Broadband
 - i) Firewalls, Proxy Servers, Network Address Translation
- c. TCI/IP
 - i) Understanding IP addressing
 - ii) Configuring network devices for TCP/IP

1 2 3

1 2 3

1 2 3

iii) Static IP settings on servers and network clients						
iv) Understanding DHCP and DNS	1	2	3	_____	_____	_____
d. Introduction to network administration						
i) What is a Network Administrator?						
ii) Security: user access and resource permissions						
iii) IP security						
iv) Network troubleshooting and tips						
e. Describe the seven-layer OSI model.	1	2	3	_____	_____	_____
H. (Optional Employer Specific Skills)						
1. _____	1	2	3	_____	_____	_____
2. _____	1	2	3	_____	_____	_____
3. _____	1	2	3	_____	_____	_____
4. _____	1	2	3	_____	_____	_____

**DIRECTIONS FOR COMPLETING THE
TRAINING ACHIEVEMENT RECORD**

- A. When the student performs a task listed in the **"DUTIES AND TASKS"** column, the instructor should rate the student's level of performance by circling 1, 2 or 3 in the **"PERFORMANCE RATING"** column.

Rating Scale:

- 3- Proficient and able to teach others:** The student consistently performs the task accurately without supervision. The student possesses sufficient skill to teach the task to others.
- 2- Proficient:** The student performs the task to industry standards with little or no supervision. This is the minimum performance rating for TAR skill completion.
- 1- Exposed/not proficient:** Student has been introduced to the task, but cannot perform the task to industry standards.

1. If the student performs the task at a level 1, circle the number in pencil so that it can later be erased and entered permanently as a 2 or 3 when the student improves his/her performance. A performance level of 2 is satisfactory (passing) and can be entered permanently or, at the instructor's discretion, circled in pencil to allow the student to improve his/her performance at a later date.
2. When the student performs the task to the instructor's satisfaction, (**at a level of 2 or 3**) circle the appropriate performance rating, and enter the date in the **"DATE COMPLETED"** column. The instructor and student should initial the **DUTY** area when **all the tasks** in that duty area are completed.

- B. When the student completes the TAR or terminates the program before completing the TAR, the instructor must finalize the TAR by doing the following:

1. Check the appropriate box and enter the date that the student completed the TAR or terminated the training program in the space provided at the top of page 1: (O Completed or O Terminated Training: _____).

Date

2. Complete the Certification/Summary page of the TAR.

- C. The final section, **"EMPLOYER SPECIFIC SKILLS,"** is an optional section which can be used to make note of important job skills the student has acquired but are not specifically listed elsewhere on the TAR, or to denote supplemental skills a prospective employer may require of a student before he or she is offered employment.
- D. For all students, center staff must record on the *Job Corps Student Profile (Form ETA 6-40)* the O*NET code(s) and completer level(s) achieved.